

PORT COMMISSION REGULAR BUSINESS MEETING – Wednesday, September 28, 2022

The Port of Port Townsend Commission met for a regular business session at the Point Hudson Pavilion Building, 355 Hudson Street, Port Townsend, and also online via Zoom.

Present: Commissioners Hanke, Hasse & Petranek  
Executive Director Berg  
Deputy Director Toews (absent)  
Director of Finance & Administration Berg  
Director of Capital Projects & Port Engineer Klontz  
Port Recorder Sanders

I. CALL TO ORDER & PLEDGE OF ALLEGIANCE (Rec. 00:00:00)  
Commissioner Petranek called the meeting to order at 5:31 p.m.

II. APPROVAL OF AGENDA (Rec. 00:01:20)  
An Executive Session was added pursuant to RCW 42.30.110(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

III. PUBLIC COMMENTS (Rec. 00:02:00)

Written public comment was included in the agenda packet as follows:

Tom Thiersch spoke with concern about a late Commission meeting reminder email.

IV. CONSENT AGENDA (Rec. 00:05:32)

A. Approval of Workshop & Regular Business Meeting Minutes from August 10 and September 14, 2022.

B. Approval & Ratification of Warrants

Warrant #065751 – #065754 in the amount of \$6,072.72 and Electronic Payment in the amount of \$106,610.16 for Payroll & Benefits for a total amount of \$112,682.88.

Warrant #065750 in the amount of \$13,676.62

Warrant #065755 through #065800 in the amount of \$122,768.52

Warrant #065312 in the amount of \$424.50 is declared void

C. JCIA Land Lease Assignment and Amendment: David Holt to Puget Sound Express, Inc.

D. Authorization of Professional Services Agreement with Tom Coultas for Resident Engineering

E. Quilcene Harbor Yacht Club – Herb Beck Marina Building Lease

**Commissioner Petranek moved to accept the Consent Agenda as written with the removal of item D from the Consent Agenda to now be Item C under Regular Business and with the words “second reading” stricken from Item E; motion passed unanimously with Commissioner Hanke abstaining from the vote on Item C with the disclosure that he is a party on the lease.**

V. SECOND READING ~ none

VI. FIRST READING ~ none

VII. REGULAR BUSINESS (Rec. 00:13:57)

A. FIRST DRAFT OF THE 2023 BUDGET WITH CAPITAL IMPROVEMENT PROGRAM (CIP) AND PROPOSED RATES (Rec. 00:14:13)

Finance Director Berg gave the budget briefing from the detailed informational memorandum provided in the agenda packet on issues, goals, and assumptions.

Commissioners: Ms. Berg responded to questions about operating expenditures, including staffing changes. Proposed are the addition of 2 FTEs, in maintenance for capital projects and making the part-time position in the accounting office full-time, plus a reclassification of an existing customer service representative position to assistant harbor master. In a discussion of ramp revenues and capital projects, there was a desire to see the expanded budget detail. Executive Director Berg provided explanations of customer services and exceedingly busy yard office, noting the yard may need to consider discontinuing long-term boat storage and instead keeping it solely for building and repairs.

He also spoke about the importance of investing in design work so that projects are ready when funding becomes available.

Commissioner questions and discussion centered on comparison of rates with other marinas and whether we might move to different rates for permanent versus guest moorage. Some discussion ensued about options for the 75-ton wash down bottleneck. It was felt that a policy might be needed and/or that the harbormaster and operations manager could provide recommendations, possibly including incentivizing an annual haulout. The following were suggested for making up the budget shortfall in the short term: cutting expenditures, increasing RV rates, increasing tie down fees to \$10, higher hangar fees (offsetting improvements to roofs/doors), a parking plan and incentives for using the Park and Ride. Staff noted that operating expenditures reflect 5% increase Port wide and an effort for equity across those impacted by rate increases. There was Commission support for eliminating the “leave of absence” practice for the moorage wait list.

Director of Capital Projects and Port Engineer Klontz (Rec. 01:41:30) gave an overview of the Capital Improvement Program (CIP) for 2023-2027 across Port facilities. There was Commission interest in a narrative format of the CIP. An October 13 meeting would be held in Quilcene to discuss the RCO boat launch facility grant application for Herb Beck Marina. Highlighted were recent clean-up efforts by Aubri Rollins, the Quilcene Facility Attendant.

B. POINT HUDSON JETTY PROJECT UPDATE (Rec. 02:01:15)

Director of Capital Projects and Port Engineer Klontz gave a project update, including piling removal, shipment of the steel piles, and start of the construction of the habitat nursery. The contractor is ahead of schedule on the demolition phase.

C. AUTHORIZATION OF PROFESSIONAL SERVICES AGREEMENT WITH TOM COULTAS FOR RESIDENT ENGINEERING (Rec.02:08:54)

Director of Capital Projects and Port Engineer Klontz gave the staff report on the need for the work of a resident engineer with marine construction background. Staff responded to questions about the desire for in-house project management for knowledge of the structure being built. With in-house engineering, there would need to be additional staff from an assistant and drafts person.

**Commissioner Petranek moved to authorize the Port’s Executive Director to enter into an agreement with Tom Coultas Construction Management for the resident engineering services supporting the construction of the Point Hudson Breakwater project. Unanimously approved.**

VIII. STAFF COMMENTS (Rec. 02:19:10)

Executive Director Berg: EDC Director Cindy Brooks would make a presentation at the next Commission meeting regarding extending the third-party contract with the local jurisdictions to provide funding for EDC to keep core staff.

IX. COMMISSIONER COMMENTS (Rec. 02:22:00)

Commissioner Hasse. Marine Resources Committee is working on getting the Department of Natural Resources and Northwest Straits Commission assistance on a vessel turn-in program. She noted there is a recycling program for wooden boats.

Commissioner Petranek reported the last *Working Waterfront* program featured Pete Langley. It was exciting to see the topsides of the local working boats against the mountain backdrops while fishing in Alaska.

X. Next Public Workshop & Regular Business Meeting (Rec. 2, 02:25:35): Wednesday, October 12, 2022, Workshop at 9:30 a.m. & Meeting at 1:00 p.m., at Pavilion Building & via Zoom.

XI. EXECUTIVE SESSION (Rec. 02:25:54)

At 7:56 p.m., the Commission went into Executive Session pursuant to RCW 42.30.110(b) to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price.

At 8:15 p.m., the Commission returned to open session.

XII. ADJOURNMENT: meeting adjourned at 8:15 p.m., there being no further business before the Commission.

ATTEST:

  
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Peter W. Hanke, Secretary

  
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Pamela A. Petranek, President

  
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Carol L. Hasse, Vice President